

**Emeritus/a Application Form**

**AY 2024-2025**

**PART I: Applicant Information**

1. Name (First, Middle, Last): *Click here to enter text.*
2. Banner ID: *click here to enter text.*
3. Department/Center (if applicable): *Click here to enter text.*
4. College/School/Library (if applicable): *Click here to enter text.*
5. Present Rank: *Click here to enter text.*
6. Initial SLU Full-time Start Date: *Click here to enter text.*
7. Present Tenure Status: Tenured Tenure Track  Non-Tenure Track
8. Declared Retirement Date (month/day/year): *Click here to enter text.*

If approved, emeritus/a status will take effect the day following the declared retirement date. NOTE: If the review process is not completed prior to the declared retirement date, email access may be temporarily disrupted. Therefore, it is recommended that applications be submitted to the Office of Faculty Affairs (see Part II, Note 4) at least six weeks prior to the declared retirement date.

***See Part II for Required Documentation***

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**PART II: Required Documentation**

Attach to this cover sheet the following documentation required per the current *Retired and Emeritus/a Faculty Policy* (<https://www.slu.edu/provost/policies/faculty/policy-retired-and-emeritus-faculty.pdf>) and/or the current *Faculty Manual* (<https://www.slu.edu/provost/policies/faculty-manual/faculty-manual-current.pdf>).

* Faculty member’s statement that provides a rationale for the awarding of emeritus/a status and addresses the eligibility specified in the policy or *Manual* [Note: In cases of conflict, the *Manual* takes precedence over the policy], i.e.,
  + Applicant is faculty with at least ten years of continuous and distinguished full-time faculty service to Saint Louis University prior to retirement or resignation.**1**
* Faculty member’s CV
* Recommendation of the applicant’s department chair (where applicable)**2**
* Recommendation of the applicant’s college-level promotion and tenure (or comparable) committee
* Recommendation of the applicant’s dean

Notes:

**1** If applicant doesn’t meet this criteria, provide rationale for an exception.

**2** The current policy does not require a recommendation from the applicant’s department chair (where the

college/school has a departmental structure), but a recent amendment to the *Faculty Manual* does,

overriding the policy.

**3** The current policy requires a recommendation from the University Committee on Academic Rank and

Tenure (UCART). That requirement was eliminated by a recent *Faculty Manual* amendment.

**4** The complete application, including all recommendations, should be submitted by the dean’s office directly

to the Office of Faculty Affairs via [facultyaffairs@slu.edu](mailto:facultyaffairs@slu.edu) for consideration by the Provost, who will

determine whether the application is approved and the date a status change becomes effective. Please

use the subject line “Emeritus/a Application-Applicant’s Name” in the subject line of this submission.

5-23-24